

Approved For Release 2003/04/29 : CIA-RDP84-00780R005900020024-2

Schedule for "Advanced Management
Program" - June 1974

REGISTRY

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DD/M3S Registry

THE 04M-6

18 JUN 1974

THE ADVANCED MANAGEMENT PROGRAM

3 - 21 June 1974

Monday, 3 June

0830 - 0915 Administration

[] STAT

0915 - 1015 Introduction to the AMP

[] OTR STAT
Course Administrator

1015 - 1030 Break

1030 - 1100 AMP Questionnaire

[] OTR STAT

✓ 1100 - 1230 The Manager's Role

Harold L. Brownman
Deputy Director/Management and Services

1230 - 1330 Lunch

1330 - 1630 Management Concepts

[] OTR STAT

1630 Managerial Analysis

AMP Participants

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A Wise Man Will Make More Opportunities Than He Finds.

B. DISRAELI

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Tuesday, 4 June

0830 - 1000	Managerial Style	<div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div>	<u>OTR</u>	STAT
1000 - 1015	Break			
1015 - 1130	3-D Discussion		AMP Participants	
1130 - 1300	Lunch			
1300 - 1430	Motivation	<div style="border: 1px solid black; width: 100px; height: 100px; display: inline-block;"></div>	<u>OTR</u>	STAT
1430 - 1445	Break			
1445 - 1630	Motivation (cont'd)		<u>OTR</u>	
1630	Organizational Effectiveness (Pre-reading)			

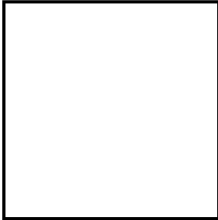
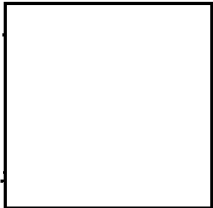
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It is therefore inappropriate to speak of managers as leaders....To expect every manager to be a leader is futile....leadership is always the rare exception and confined to a very few individuals.

Peter Drucker

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Wednesday, 5 June

0830 - 1000	Organizational Effectiveness		OTR	STAT
1000 - 1015	Break			
1015 - 1130	Organizational Effectiveness (cont'd)			
1130 - 1230	Lunch			
1230 - 1300	"Evaluating Management Potential"	Tape		
1300 - 1415	Managerial Effectiveness		OTR	STAT
1415 - 1430	Break			
1430 - 1630	Managerial Effectiveness (cont'd)			

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If the superior managers believe in decentralizing power, in encouraging initiative, in facilitating communication both upward and downward, and in developing group participation, then their immediate subordinate managers will behave in a similar way.

Koontz & O'Donnell

Thursday, 6 June

0830 - 0930	Case Study Assignments	<div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div> OTR	STAT
0930 - 0945	Break		
0945 - 1030	Critique	AMP Participants	
1030 - 1200	DCI Questions	AMP Participants	
1200 - 1330	Lunch		
1330 - 1415	"Up the Organization"	Tape	
1415 - 1515	DCI Questions Draft	AMP Participants	
1515 - 1700	MBO Prereading		

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Whatever was to be done, the Circumlocution Department was beforehand with all the public departments in the art of perceiving how not to do it.

C. Dickens

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Friday, 7 June

0830 - 1030	MBO and the Agency	<div style="border: 1px solid black; width: 150px; height: 20px; display: inline-block;"></div>	STAT
		Planning Officer, O/Comptroller	
1030 - 1045	Break		
1045 - 1200	MBO Concepts	<div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div>	OTR STAT
1200 - 1300	Lunch		
1300 - 1430	MBO as a Management Tool	<div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div>	OTR and STAT
1430 - 1445	Break	<div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div>	OTR
1445 - 1630	MBO Discussion	AMP Participants	

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"I can't believe that!" said Alice.
 "Can't you?" the Queen said in a pitying tone. "Try
 again: draw a long breath, and shut your eyes."

L. Carroll

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Monday, 10 June 1974

STAT

0900 - 1030	EEO in the Agency	<div></div> <div></div> Director, EEO
1030 - 1045	Break	
1045 - 1200	Delegation of Authority	<u>Alfonso Rodriguez</u> Director of Training
1200 - 1300	Lunch	
1300 - 1415	"The Corporation"	Film and Discussion
1415 - 1430	Break	
1430 - 1630	The Manager in the Private Sector	<u>Joseph M. Fox</u> V.P. and General Manager, Federal Systems Center, IBM

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*Enter upon another man's premises and you may, in truth,
have to accept his conclusions.*

Ciardi

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Tuesday, 11 June

0830 - 0900	Reading	AMP Participants	
0900 - 1000	Introduction to Performance Appraisal	<input type="checkbox"/> OTR	STAT
1000 - 1015	Break		
1015 - 1200	Team Activity	AMP Participants	
1200 - 1300	Lunch		
1300 - 1330	Complete Team Activity		
1330 - 1500	Group Discussion	<input type="checkbox"/> OTR	STAT
1500 - 1515	Break		
1515 - 1630	Complete Group Discussion		

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A little sincerity is a dangerous thing, and a great deal of it is absolutely fatal.

Wilde

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Wednesday, 12 June

STAT

1000 - 1200

Management in DDS&T

Carl E. Duckett
Deputy Director for
Science and Technology

1200 - 1300

Lunch

STAT

1300 - 1500

STAT

1500 - 1700

Case Study

OTR

STAT

1700 - 1900

Social Hour, Dinner

1900 - 2100

Case Study Discussion

AMP Participants

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*The value of life lies not in the length of days, but in
the use we make of them.*

Montaigne

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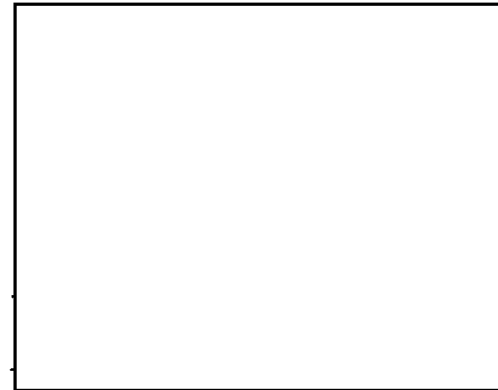
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STAT

Thursday, 13 June

0830 - 0900 Managing for Productivity
0900 - 1030 Agency Personnel Policy,
 Trends and Plans




1030 - 1200 Group Discussions

AMP Participants

1200 - 1300 Lunch

1300 - 1700 Career Development

 OP STAT
DD/Plans & Control STAT

Employee Counseling

Career Planning



1700 - 1900 Dinner

1900 - 2030 Practical Personnel
 Management

AMP Participants and
OP Officers

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*Is there something wrong with a society that equates success
with promotion, rather than doing something well?*

HER

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Friday, 14 June

1000 - 1200

OMB and the Agency

[Redacted]

STAT

James R. Oliver
Budget Examiner,
International Affairs
Division, Office of
Management and
Budget

1200 - 1300

Lunch

1300 - 1630

Agency Budget Process

[Redacted]

STAT

Budget Officer, OF

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It is the nature of all greatness not to be exact.

Ed Burke

Monday, 17 June



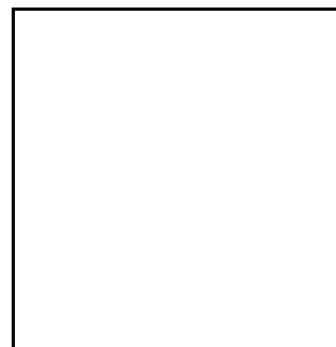
STAT

0830 - 0845 Introduction to Information Science

0845 - 1020 Overview of Systems Dynamics

1020 - 1030 Break

1030 - 1200 Delphi Applications



STAT

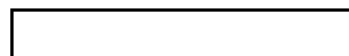
OTR/ISTP

1200 - 1300 Lunch

1300 - 1400 Critique

AMP Participants

1400 - 1600 The Middle-Manager



STAT

Chief, Services Staff,
DDO

Enno H. Knoche
Director of Strategic
Research

John N. McMahon
Director of Technical
Service

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In skating over thin ice, our safety is in our speed.

Emerson

Tuesday, 18 June

0830 - 1000 Estimating Trends

[REDACTED]

OTR/ISTP

STAT
STAT

1015 - 1200 Analytic Applications of
New Methods

[REDACTED]

Office of Political
Research

1200 - 1330 Lunch

1330 - 1430 Completion of DCI Questions

AMP Participants

1430 - 1600 The Manager in the DDO

[REDACTED]

William E. Nelson
Deputy Director for
Operations

STAT

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*Knowledge is of two kinds. We know a subject ourselves, or
we know where we can find information upon it.*

S. Johnson

Wednesday, 19 June

0830 - 1200	Second Case Study	<div data-bbox="1128 357 1351 409" style="border: 1px solid black; width: 137px; height: 25px;"></div>	STAT
		OTR	
1200 - 1330	Lunch		
1330 - 1630	Case Study Continuation	<div data-bbox="1135 543 1334 594" style="border: 1px solid black; width: 123px; height: 24px;"></div>	STAT
		OTR	

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When in doubt, win the trick.

Hoyle

Thursday, 20 June

0830 - 0945	Self Concepts of Managers	[REDACTED] Chief, Psychological Services Staff, OMS	STAT
0945 - 1100	Assessment Center/ Manage- ment Development	[REDACTED] PSS	STAT
1100 - 1215	Psychological Research as a Management Tool	[REDACTED] PSS	STAT STAT
1215 - 1315	Lunch		
1315 - 1345	AMP Management Questionnaire	[REDACTED] OTR	STAT
1345 - 1445	Critique	AMP Participants	
1530 - 1630	Questions and Answers	[REDACTED] William E. Colby Director of Central Intelligence	STAT

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*There are three professions, politics, parentage and
management, that require no fitness tests.*

JDL

Friday, 21 June

0830 - 0930	Applications of New Methods of Financial Management	<div style="border: 1px solid black; width: 100px; height: 15px; display: inline-block;"></div> Office of Finance	STAT
0930 - 0945	Break		
0945 - 1045	Applications of IS&R in the DDO	<div style="border: 1px solid black; width: 150px; height: 15px; display: inline-block;"></div> AF Division	STAT
1100 - 1200	New Methods Panel	<u>ISTP Staff</u>	
1200 - 1300	Lunch		
1300 - 1600	Final Course Evaluation	AMP Participants	

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What I tell you three times is true.

L. Carroll